

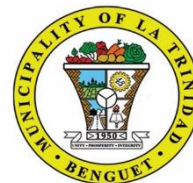


1. TECHNICAL ASSISTANCE AND EXTENSION SERVICE

Everyone engage in Crop and Animal Production who may seek technical assistance concerning Productivity enhancement, Pest Management, Plant Sampling and Pesticide Analysis, Soil Sampling & Analysis, Animal Health Care, Animal and Fingerling Dispersal, Agri- Base Organization, strengthening, Meeting, Training, Seminar and Consultation

1.1. Crop and Animal Production Technology

Office or Division:	Office of the Agriculture Services			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		RESPONSIBLE PERSON		
1. Verbal/written request		Requesting party/individual		
2. Proposal (if needed)		Requesting party/individual		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Provide request form to the client	None	2 Minutes	Admin Aide or AEW on duty
2. Fill up Request Form	2. Assist client in filling up of the request form			
	3. Refer request to concern Agriculture Extension Worker (AEW) for execution of assistance needed: 1. Good Agriculture Practices(GAP) 2. Organic Agriculture 3. Cutflower, Coffee, Strawberry nurseries 4. Strawberry 5. Urban Garden 6. Soils, Fisheries and Rice 7. Livestock 7.1. Breeding 7.2. Animal Health Care 7.3. Slaughter/meat inspection 8. Compost Production 9. Mokusako Production 10. Agro-forest and Bamboo Production 11. Strawberry Nursery	None	2 minutes	<i>Felicitas D. Ticbaen Municipal Technical Adviser/supervisor</i> <i>Melchor A. Lando</i> <i>Ricky V. Chiok Nida D. Organo</i> <i>Mary Ann Wayet Marilyn M. Mangeg Jay A. Sano</i> <i>Alfredo L. Guivac Bart M. Wallang Mark Padoa</i> <i>Gilmore Alip and Filmore Abelao Leo Taynan Clifford Pendatun Orley Tawang</i> <i>Renanty Taynan Joel Mero</i>
1. Receive Assistance	3. Render technical assistance	None	5 minutes	Designated AEW
4. Feedback	4. Receive feedback		2 Minutes	AA III or AEW
	5. Evaluate/ record/file		1 minute	AA III or AEW
TOTAL:			12 Minutes	



1.2 Training, Seminar, workshop and meeting

Farmers, Rural Women and Agri-base entrepreneur who are and shall be engage in agriculture and intends to enhance agri-skills and knowledge in the field of agriculture

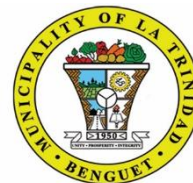
Office or Division:	Office of the Agriculture Service			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request/intent Letter address to the LCE		From the requesting party		
2. List of interested participants				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Entrance of the OAS	1. Interview	None	1 minute	AA-111 AEW on duty
2. Present written request	2. Receive and log in request	None	1 Minute	AA-111 AEW on duty
	3. submit 1 st copy at the Mayor's office for information and proper action	None	2 minutes	AA-111 AEW on duty
3. Wait Notice / Schedule Activity	4. Prepare Activity proposal base on LCE and Heads Recommendation	None	2 days	AEW concern
4. Participate and submit participants profile	5. Facilitate the activity 5.1 Data base participants	None	1 day	AEW concern
5. Feedback	6. Received, evaluate and data base the activity	None	5 minutes	AEW concern
TOTAL:		None	3 days and 8 minutes	



2. ISSUANCE OF FARMERS CERTIFICATION

Every person engage in crop production, livestock raising, fishing, beekeeping, processing and any other agri-related business base at La Trinidad area who may use it for legal intent.

Office or Division:	Office of the Agriculture Services			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Vegetables, strawberry, cutflowers and succulent growers: 1. Barangay Certification. stating Area planted, kind of crops grown, Year started as farmer. 2. RSBSA registration 3. If new, fill up RSBSA enrolment form and submit required documents		Barangay Hall of residence RSBSA forms from OMAg		
For beekeepers: 1. Barangay Certification. Stating location of bee farm, number of bee colonies, year of start 2. Attached bee colony/bee farm with sketch 2. RSBSA Registration 3. If new, fill up RSBSA enrolment form and submit required documents		Barangay Hall of residence RSBSA forms from OMAg		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in at the Client Log Book				
2. Submit required Documents	2. Receive required documents 2.1. Check completeness and validity of documents submitted		2 Minute	AAlll AEW on Duty
3. Pay required fees at Window 3, Municipal Treasury Office	3. Issue order of payment 3.1 Check payment receipt and indicate OR number at the bottom of the certification	50.000	5 Minutes	AAlll AEW on Duty
4. Receive Farmer's Certification	4. Issue Farmer's Certification and file office copy		3 Minutes	AAlll AEW on Duty
TOTAL:			10 minutes	



3. PRODUCTION and SALE OF PLANTING MATERIALS, COMPOST AND MOKUSAKO

Everyone who need strawberry runners, coffee seedlings, rooted lemon cuttings, Agro-forest tree Seedlings; Potted bamboo plants, local compost, vermi-cast, wood vinegar or “ Mokusako “

Office or Division:	Office of the Agriculture Services			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the OMAg	1. Interview client	None	1 Minute	<i>Administrative Aide III AEW on Duty</i>
2. .Pay required fees at Window 3, Municipal Treasury Office	2. Issue order of payment	Sale of Strawberry Mother Plant- 25.00/plant Potted strawberry runner- 10.00/pot Bare root- 5.00/plant Chilled- .25/plant	3 Minutes	<i>Administrative Aide III AEW on Duty</i>
		Sale of Strawberry Mother Plant- 25.00/plant Potted strawberry runner- 10.00/pot Bare root- 5.00/plant Chilled- .25/plant		



		Fruit Bearing Trees a. Coffee Arabica-10.00 Robusta- 7.00 Excelsa – 7.00 b. Papaya 1. Hybrid-20.00 2. Native- 8.00 c. Other fruits Guyabano -10.00 Lychees- 10.00 Jackfruit -10.00 Star Apple -10.00 Guava - 5.00		
		Sale of Compost, Vermi-cast and Mokusako Compost- 150.00/ /50 kgs. Vermi-cast – 300/50 kgs. Mokusako- 150.00/1.5 liter 100.00/1 liter		
3. Show Official .Receipt	3. Check proof of payment 3.1 Issue /deliver Items to agreed delivery date/place		1 minute 2 hours	<i>Administrative Aide III</i> <i>AEW on Duty Or Nursery Personnel</i>
4.Haul/receive the item/s	4.Release the goods/ item 4.1 mark OR with “ TAKEN” and indicate date of release		5 Minutes	<i>AEW concern</i>
TOTAL:			3 hours and 11 Minutes	



4. ANIMAL HEALTHCARE SERVICES AND FEES

Individuals with concern on Livestock, Swine, poultry and pet animals

4.1. Veterinary Services

Office or Division:	Office of the Agriculture Service			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request – written/verbal				
RSBSA				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the OMAg	1. Interview and refer to concern AEW		1 Minute	Administrative Aide III or AEW on Duty
3. Coordinate with concern AEW	2. Get details and confirm schedule /date		2 Minute	Administrative Aide III or AEW concern
3. Pay required fees at Window 3, Municipal Treasury Office	3. Issue Order of Payment	Castration Fees (medicine and supplies not included) Boar- 100.00/hd Piglet- 50.00/hd Carabao- 100.00/hd Horse- 100.00/hd Animal Treatment and Vaccination (medicine and supplies not included) Hog Cholera Vaccine- 20.00/dose Anti-rabies Cat- 30.00/hd Dog- 50.00/hd Iron Dextran- 20.00/dose Deworming – 75.00/cc	3 minutes	Administrative Officer III Mayor's Office
4. Return to OMAg and Show Official Receipt (OR)	4. Check Official Receipt 4.1. Set date or schedule for the animal treatment or service	None	2 Minutes	Administrative Aide III AEW on duty AEW-Technical Staff
5. Assist the AEW on set date	5. Execute service needed	None	5 Minutes	AEW-Technical Staff
TOTAL:			13 Minutes	



5. CONDUCT OF DAILY INSPECTION OF PRIVATE ABATTOIRS/ SLAUGHTERHOUSE AND FOR OTHER PURPOSES IN THE MUNICIPALITY OF LA TRINIDAD, BENGUET

To ensure hygienic humane procedures in the slaughtering of food animals producing clean, safe and wholesome meat and meat products fit for human consumption, adopting the system of sanitary standards prescribed by the National Meat Inspection Commission (NMIC) regular inspection of abattoirs/ slaughterhouse in all stages of slaughtering food animals is conducted.

Office or Division:	Office of the Agriculture Services			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Private Abattoir/Slaughterhouse owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Compliance to abattoir processes	Daily on-site inspection- Ante-Mortem and Post-Mortem		Depending on the slaughtering schedule which usually starts at 12:00mn to 10:00 am	<i>Veterinarian/ Meat Inspectors</i>
2. Receive billing from the Municipal Treasury Office	Veterinarian/ Meat Inspectors to prepare Billing Statement; Treasury to approve Billing Statement	A. Ante-Mortem Fees: i. Large Animals - ₱100.00/ head ii. Hog -- ₱ 50.00/ head iii. Goat -- ₱ 25.00/ head B. Post-Mortem Fee -- ₱ 0.50/ kilo C. Mayor's Permit Fee 1. Abattoir/ Slaughterhouse approved and accredited by the NMIS i. Class A -- ₱ 1,000.00 / year ii. Class AA -- ₱ 2,000.00 / year	3 minutes	<i>Veterinarian/ Meat Inspectors</i>



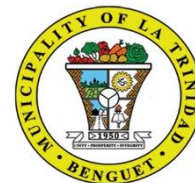
		<ul style="list-style-type: none"> iii. Class AAA ₱ 3,000.00 / year 2. Locally Registered Abattoir/ Slaughterhouse without accreditation by the NMIS -- ₱ 1,000.00/ year 3. Delivery Vehicles <ul style="list-style-type: none"> i. Truck size -- ₱ 1,000.00/ year ii. Meat Delivery Van -- ₱ 500.00/ year iii. Multicab -- ₱200.00/ year 4. Meat Dealers/ Handlers -- ₱ 500.00/year 5. Butcher -- ₱200.00/year 		
	Issuance of Billing Statement by Veterinarian/ Meat Inspectors to the owner of the Abattoirs/ Slaughterhouse			
3. Pay Inspection Charges at the Municipal Treasury Window	Receive and Issue Official receipt	None	2 Minutes	Municipal Treasury Officer
	TOTAL:		Variable	



6. PRODUCTION and SALE OF LIVESTOCK AND POULTRY (upon availability)

Livestock and Poultry are being raised in the Multi-Plier farm of the Municipality located at Alno, La Trinidad. Upon maturity of the livestock and poultry it will be sold for consumption.

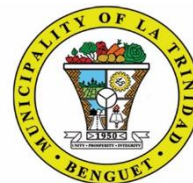
Office or Division:	Office of the Agriculture Services			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Everyone who may need Livetock, swine and poultry products			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written or verbal request		To be provided by the client		
Official Receipt (original)		Municipal Treasury – Window 3, First Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the OMAg	1. Interview the client		1 Minute	<i>Administrative Aide III AEW on Duty</i>
2. Pay required fees at Window 3, Municipal Treasury Office	2. Issue Order of Payment	Pig 1. Naturally grown weight/prevailing market price – 150.00/kg/live 2. Native pig Weight/prevailing market price – 200.00/kg/live 4. Conventionally grown – weight/prevailing market price- 125.00/kg./live 5. Chicken Weight/prevailing market price – 130.00/kg/live	1 Minute	<i>Administrative Aide III AEW on Duty</i>
3. Return to the OMAg and Present Official Receipt 3.1. Wait for any verbal arrangement from the AEW concern	3. Check Official Receipt 3.1. Confirm and set date of delivery	None	2 Minutes	<i>AEW concern</i>
4. Receive Product, fill up Feedback Form and submit	4. Release the Product 4.1 Receive accomplished feedback form 4.2. Evaluate and record	None	5 Minutes	<i>AEW concern</i>
TOTAL:			11 Minutes	



7. CONDUCT OF RESEARCH AND/SURVEY BY GOVERNMENT AND NON-GOVERNMENT AGENCIES/ORGANIZATIONS

Researcher/s shall secure permit as per Municipal Ordinance No. 13-2011

Office or Division:	Office of the Agriculture Services			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Institutions/Agencies/individual Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written request address to the Local Chief Executive		Submit to Mayor's Office		
Approve Permit from LCE		Mayor's Office		
Rs CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the OMAg			1 Minute	AAIII AEW on duty
2. Present Permit to conduct research	2. Receive and log-in request 2.1. Interview and get details of the research 2.2. Refer to concern AEW	None	5 Minute	AAIII AEW on duty
3. Pay required fees at Window 3, Municipal Treasury Office	3. Issue Order of Payment	For Company and GO/Agencies- Agency/Company- 500.00 Student- free	3 Minutes	AA III or AEW on Duty
4. Return to the Office of the Agriculture Services and Present Official Receipt	4. Receive and check Official Receipt 4.1. Set research activity schedule and confirm	None	3 Minute	AEW concern
5. Conduct Research as per permit	5. Provide agri-data if needed and Render Technical assistance as need arises (ANA)	None	1 day	AEW concern
TOTAL:			1 day and 12 Minutes	



8. ISSUANCE OF ENDORSEMENT FOR INDIVIDUAL AND ASSOCIATION

Project Proposal, Resolutions requesting assistance from other agencies and/or Foundation that require endorsement from the Office of the Agriculture Services, and individuals seeking assistance from outside Local Government of La Trinidad

8.1 Endorsement of Project Proposal or Resolutions for Associations/Individual Proponent

Office or Division:	Office of the Agriculture Services			
Classification:	Simple			
Type of Transaction:	Government to Government/Government to Citizen			
Who may avail:	Farmers Association, Rural Improvement Club, 4- H Club and Individual Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Proposal or Resolution with extra copy		To be provided by the client		
Barangay Endorsement		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Agriculture Office		None	1 Minute	<i>AAIII AEW on Duty</i>
1. Present the Project Proposal or Resolution 2.1 Wait for the endorsement	2. Receive, review and check documents	None	8 Minutes	<i>AAIII AEW on Duty</i>
3. Receive Endorsement	3. Prepare and Issue Endorsement 3.1 File Office copy of Res. Or Proposal	None	3 Minutes	<i>AAIII AEW on Duty</i>
TOTAL:		None	12 Minutes	



8.2 Issuance of Endorsement to Individual

For individual seeking local and overseas training that need endorsement from the Office of the Agriculture Services

Office or Division:	Office of the Agriculture Services			
Classification:	Simple			
Type of Transaction:	Government to Government/Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RSBSA Form accomplished with complete attachment (Latest 2 x 2 ID Picture, Photocopy of Tax Dec/Lot Title or Barangay Certification, photo copy of any Valid ID		To be provided by the client		
Barangay Endorsement		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book at the Agriculture Office			1 Minute	<i>AAIII AEW on duty</i>
2. Show documents	2. Receive and check completeness and validity of documents 2.1 log-in request	None	5 Minutes	<i>AAIII AEW on duty</i>
3. Provide details of endorsement and Wait for the processing	3. Prepare Endorsement	None	5 Minutes	<i>AAIII AEW on duty</i>
4. Receive endorsement and fill up client's Feedback	4. Issue Endorsement. Evaluate Client's Feedback and file	None	2 minutes	<i>AAIII AEW on duty</i>
TOTAL:			14 Minutes	